

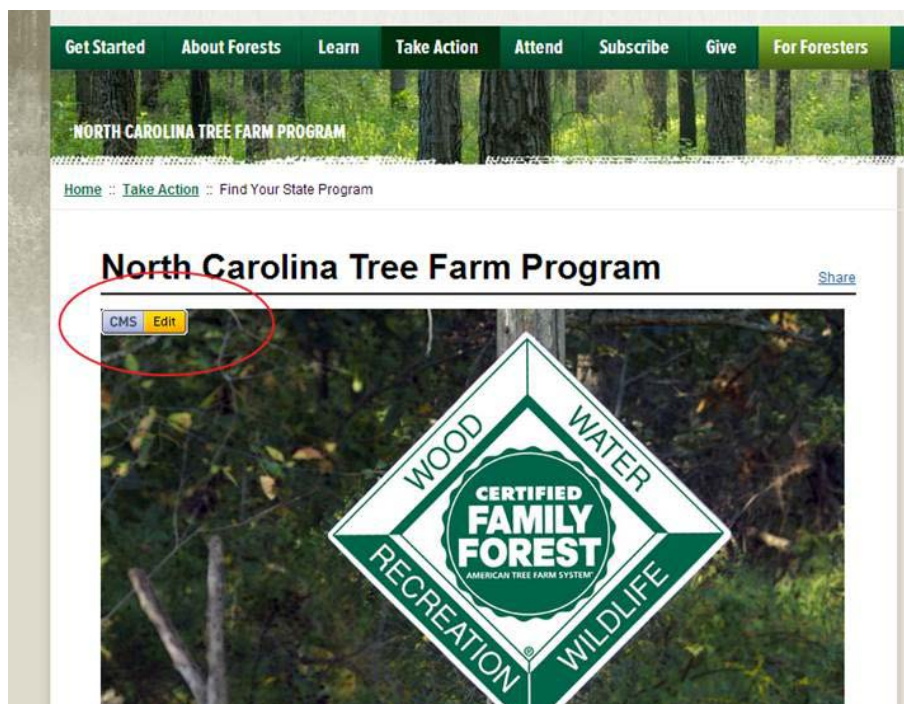
Creating and Updating a Sub-Page

In addition to the specialized pages for events, news, contact information, awards and state resources, you can also create your own sub-pages. These pages have no special formatting, so you can use them however you wish.

When you create a new page, it automatically will show up on your state homepage just like the News, Awards and Calendar pages.

Creating a New Sub-Page

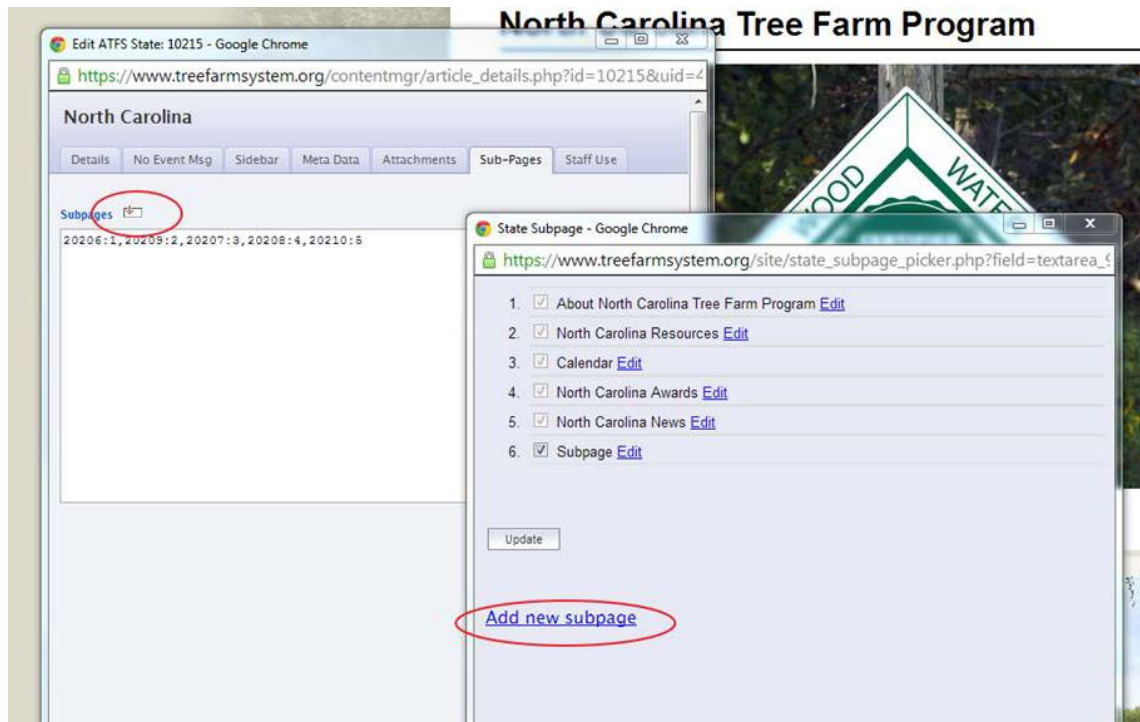
Sign into the CMS and go your state homepage. Select the “edit” button. (See below)



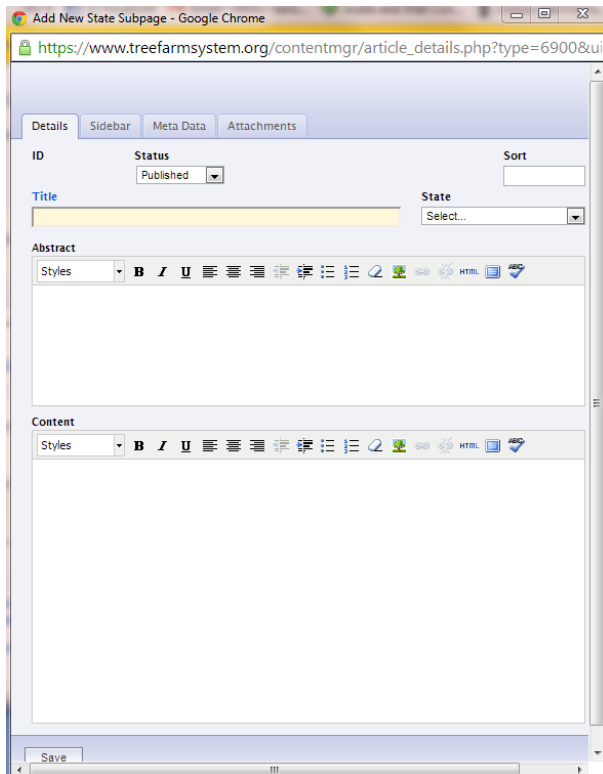
Then, select the “sub-pages” tab. (See below)



Click on the icon circled below (a white rectangle with a red arrow). Then, select “Add new subpage.” The Content Editor for the new page will appear.



Adding Content to Your New Page:



This Sub-page Content Manager has four important elements.

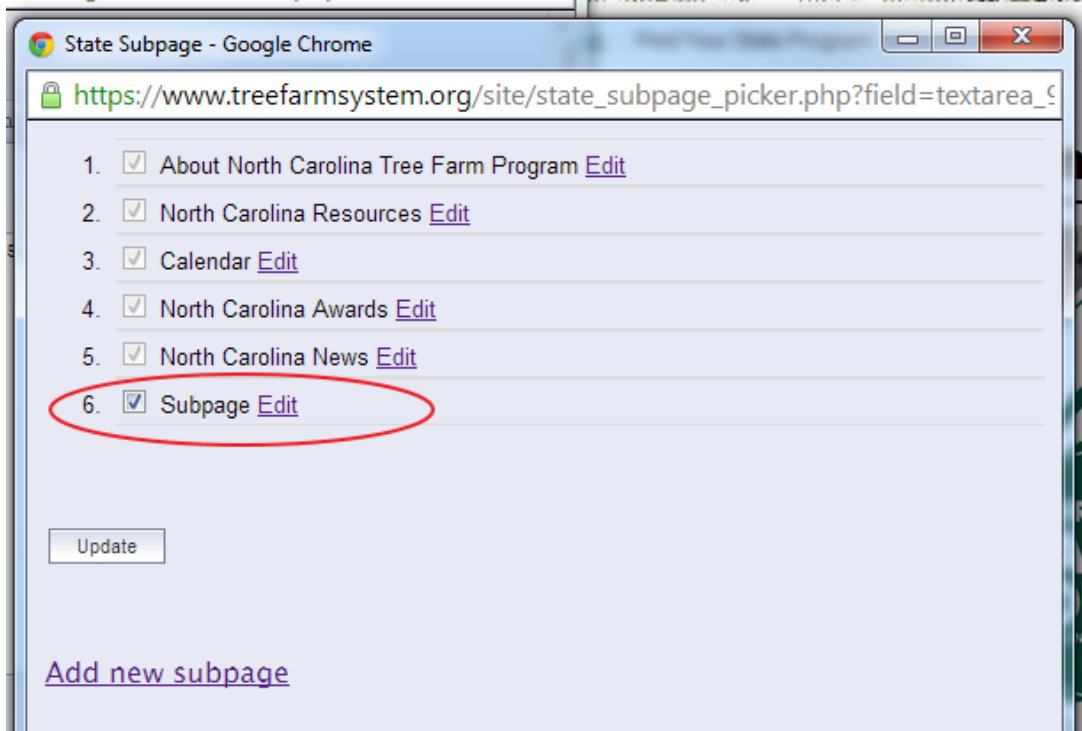
- **Title:** This is how your page will be identified, and it is important to keep it short and descriptive.
- **Abstract:** This is a short bit of text that will appear on your state’s homepage. It should explain what the visitor will find if they click on that page.
- **Content:** This is all of the content – text, pictures, links etc. that your visitors will see when they click on your subpage. Please see the Content Editor training document for more information about formatting this.

- **State: VITAL** You MUST select your state in order for the page to appear on your homepage.
- **Attachments tab:** You should add a thumbnail image that will appear on your state homepage and represent your new page. Go to the “Attachments” tab, and click on “Choose File” under the “Thumbnail” section. See below.

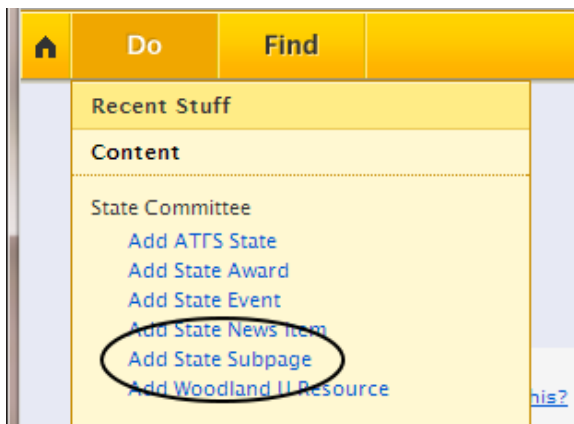


Setting a Sub-Page to Appear on the Homepage

There's one more step to make sure your new page appears on your homepage. After you finish adding content to your page, hit save. You will return to this page (see below). Make sure you check the box next to the name of your new page and hit "Update." Otherwise, your new page will not be visible on your homepage.



Alternate Way to Create a Sub-Page:



Sign into the CMS and type <https://www.treefarmssystem.org/cms> in the address bar.

Then click on DO and "Add state subpage." This will open a content editor for your newly created subpage. See the above instructions for adding content to your page.

You will need to do the above step, "Setting a Sub-Page to Appear on the Homepage" in order

for your page to be visible.